

### **3.6 Computers and Wireless Networks**

#### **A. Overview**

- i. The Acorn Public Library District provides access to computers, a computer network, and the internet as tools to be utilized in fulfilling the Library's mission. The same standards of intellectual freedom, privacy and confidentiality incorporated into the policies of the Acorn Public Library District shall be applied to all electronic resources offered to our patrons.
- ii. Staff is available to help patrons resolve specific questions and issues, but can only provide assistance as time and staff knowledge permits. Classes may be available to the public for learning specific skills and software programs.
- iii. Access to computers, the computer network, and the internet is a privilege extended by the Acorn Public Library District to its patrons. This access is not to be considered by our patrons as an automatic right or as an obligation of the Acorn Public Library District.
- iv. Acorn Public Library District patrons must have a valid Library card and be in good standing (as defined in the Circulation Policy) in order to use the Library's public computers without charge.
- v. Acorn Public Library District cardholders may use the Library computers for up to 90 minutes per day without charge. Additional time may be purchased in increments of 30 minutes for \$1.00.
- vi. Acorn Public Library District patrons who do not have a card from the Acorn Public Library District must acquire a guest pass from Library staff. Guest passes may be purchased in increments of 30 minutes for \$1.00.
- vii. Only one person may be at a computer workstation at one time. Additional people may be allowed to sit at a workstation at the discretion of library staff.
- viii. Children under eight years of age must be closely supervised by a parent or legal guardian.

#### **B. Disclaimer**

- i. The Library cannot control or monitor material which may be accessible from internet sources. It is not possible for Library staff to apply the same selection criteria to internet.
- ii. Not all sources on the internet provide accurate, complete or current information.
- iii. Patrons need to be good information consumers, questioning the validity of information retrieved from the internet. It is also impossible for the Library to restrict or prevent access to controversial materials on the internet. Therefore patrons may find what they judge to be objectionable or offensive materials on the internet.
- iv. Computer users need to be aware that the location of Library computers prevents them from being completely private.
- v. The internet is not a secure medium. Patrons are responsible for protecting their personal information when using the Library's computers, computer network, and/or internet access.
- vi. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers, computer network, internet access, or from its connection to other internet services.
- vii. Acorn Public Library District supports the right of all Library users to access information and will not deny access to electronic information networks based solely on age. Acorn Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is

unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

**C. Responsibilities of Patrons**

- i. The Library's computers, computer network, and/or internet access may be used only for legal purposes. Library patrons must comply with all local, state and federal laws while using the Library's computers, computer network, and/or internet access.
- ii. Patrons are responsible for having their Library card with them in order to use the Library's computers. Patrons are responsible for saving their data to portable data storage media.
- iii. Patrons who choose to contact fee-based services while using the Library's computers, computer network, and/or internet access are responsible for any and all charges they incur.

**D. Use of Computers, Computer Network, and/or Internet Access**

The Library requires that patrons using Library computers, computer network, and/or internet access to do so within the guidelines of acceptable use. Patrons who violate acceptable use guidelines will have their Library computer, computer networks, and/or internet access privileges terminated. Privileges will not be re-instated until the patron follows and satisfies procedures established by Library Administration. The following activities are unacceptable:

- i. Use of electronic information networks for any purpose which results in the harassment of other users,
- ii. Destruction of, damage to or unauthorized alteration of the Library's computer equipment software or network security procedures,
- iii. Use of electronic information networks in any way which violates a Federal or State law, including but not limited to copyright laws presently in effect. Using Library computers, computer networks, and/or internet access to copy and distributed copyright protected works may be an infringement of the copyright law (Title 17 US Code),
- iv. Use of electronic information networks in any way which violates licensing and payment agreements between the Acorn Public Library District and network/database providers,
- v. Unauthorized duplication of copy-protected software or violation of software license agreements,
- vi. Violation of system security,
- vii. Fraudulent use of another person's Library card number or the loan of one's card for such use,
- viii. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

**E. Laptops**

- i. Patrons must be able to operate the laptop they wish to use. No instruction will be given by library staff.
- ii. Patrons must have a valid library card, and be in good standing.
- iii. Patrons need to check out the laptop as well as the software disk they want to use.
- iv. Patrons may use laptops in the designated areas of the library only.
- v. Reservations are recommended but walk-in use is permitted if a time slot is available.
- vi. Reservations are for one hour time periods with a maximum of two hours per day.
- vii. If a child under 13 years of age wishes to use a laptop, the child may do so only with a parent.

- viii. Patrons must only use the software that is pre-loaded onto the laptops. Downloading any other programs is strictly prohibited.
- ix. Only one patron is allowed per time slot. Exception: child under 13 with parent.